Core Federal Financial System
Software Qualification Test Policy

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Joint Financial Management Improvement Program

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1. Introduction

OMB Circular No. A-127 "Financial Management Systems" states that federal agencies may only acquire core financial system software that complies with the *Core Financial System Requirements* published by the Joint Financial Management Improvement Program (JFMIP). JFMIP develops policy for and manages the core federal financial system qualification process. As part of the process, JFMIP develops and administers a qualification test to prospective vendors. JFMIP also prepares publications that document core financial system functional and technical requirements.

The current software qualification test is based on financial system requirements published in November 2001 (JFMIP-SR-02-01). Certificates of compliance, awarded when software passes the test, are valid for 3 years from the issue date. However, to maintain the certificate, software must pass additional JFMIP testing that addresses new published requirements.[1]

New government-wide financial management requirements often take effect at the start of the fiscal year. Each fiscal year, JFMIP identifies and evaluates for testing new federal financial management requirements that are significant, mandatory core financial system requirements. The results of the evaluation process and any testing requirements will be posted on the JFMIP web site, www.jfmip.gov, within the Knowledgebase section (note that for purposes of this document, unless otherwise specified, all references to the JFMIP web site refer to the *Knowledgebase* section of the web site). Generally, the government will requalify software for compliance with these new requirements before the end of the next fiscal year. A more or less frequent evaluation and testing schedule may be implemented, as needed. To maintain a valid certificate of compliance, software must pass any additional testing conducted by JFMIP to address new published requirements. This policy document governs the qualification testing process (Figure 1), which includes comprehensive qualifications testing and incremental testing of qualified federal financial management system software.
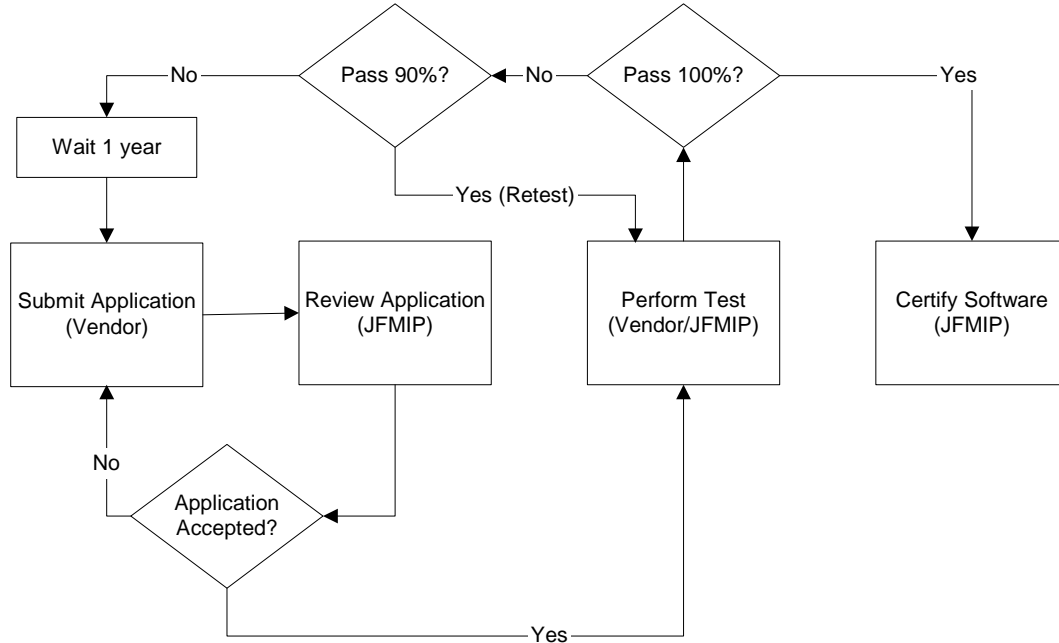
a. Test Objectives

JFMIP uses qualification testing to evaluate software products to

- Determine whether they comply with core financial system requirements under the provisions of Circular A-127 and

- Qualify core financial systems for procurement by federal agencies.

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[1] This additional testing is referred to as incremental testing.

Figure 1. Qualification Testing Process

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           No ──────── ◇ Pass 90%? ◇ ──── No ──── ◇ Pass 100%? ◇ ──── Yes
           │                                                              │
           ▼                                                              │
    ┌──────────────┐                                                      │
    │ Wait 1 year  │                                                      │
    └──────────────┘         Yes (Retest) ──────────────┐                │
           │                                             │                │
           ▼                                             ▼                ▼
  ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐
  │ Submit          │──▶│ Review          │   │ Perform Test    │   │ Certify Software│
  │ Application     │   │ Application     │   │ (Vendor/JFMIP)  │   │ (JFMIP)         │
  │ (Vendor)        │   │ (JFMIP)         │   │                 │   │                 │
  └─────────────────┘   └─────────────────┘   └─────────────────┘   └─────────────────┘
           ▲                      │                    ▲
           │ No                   │                    │
           │         ◇ Application Accepted? ◇         │
           │                      │                    │
           └──────────────────────┴──────── Yes ───────┘
```

The certificate of compliance awarded to software products passing the test shows that the specific software product version meets mandatory functional core financial system requirements defined by JFMIP. However, agencies must consider their specific requirements for functionality and performance to select a system that best meets their needs.

Qualification testing supports the following objectives:

- Reducing risk to the government by ensuring that core financial system software complies with published government-wide financial requirements.

- Providing a means for gathering information about core financial systems that can be used by federal agencies.

- Reducing detailed testing of core financial requirements by agencies, by providing access to test results and allowing agencies to focus on their own unique requirements.

The open testing process provides information about the test, expected results, and qualified software products to vendors and federal agencies. The testing performed by JFMIP is only an acceptance test of the core financial requirements. The acceptance testing does not eliminate the need for an agency to test unique requirements or complete testing in the agency's own environment.

If any new requirements are issued and JFMIP has not completed testing for those requirements before an agency is to make a software selection, the agency is strongly encouraged to add such items to their agency-specific testing requirements. As stated in

OMB's Circular A-127, agencies may only acquire core financial systems that comply with JFMIP requirements.

b. Relationship of the Qualification Test to Procurement Activities

The qualification process and the qualification test are independent of any federal procurement process or contract vehicle. JFMIP recognizes that some contract vehicles may require the certificate of compliance for inclusion of a software product in a contract or section of a schedule. However, JFMIP makes no policy with regard to the development of contract vehicles or contracting policies. JFMIP provides certificates of compliance to the owners of software products that pass the test and lists qualified products and vendors in the JFMIP web site. The certificate is for the vendor's use as applicable. The vendor is responsible for ensuring that the name and version of the software product that is tested, and for which a certificate of compliance is issued, are consistent with the name and version identified in contract vehicles.

Because of the possible contract implications associated with certificates of compliance, JFMIP notifies the General Services Administration (GSA) of all software products that pass the test and receive a certificate of compliance. JFMIP also maintains a list of products that have been issued a certificate of compliance and advises GSA of any changes. Vendors are responsible for contacting GSA or other contracting agencies to initiate contract negotiations.

c. Document Organization

This policy document is organized in sections that correspond to the major phases of the testing process. The major sections are as follows:

- Applying for the Test—Where to find the test application, how to fill it out, where to send it.

- Taking the Test—How the test is conducted, what information must be exchanged before the test, how and when the results are scored.

- Certifying the Test Results—What the vendor and JFMIP must complete after the test to complete the certification process, when retesting is required, how to handle failure.

- Publicizing Test and Software Product Information—How and where vendor information is publicized (for qualified software).

- Incremental Test—Rationale and Schedule—Procedures and schedules that pertain specifically to the incremental testing.

2. Applying for the Test

This section explains the purpose, uses, and processes associated with applying for the core financial system qualification test. The actual application is published separately on the JFMIP web site.

a. General

The qualification test and resulting certificate of compliance pertain to a specific software product version (and not to a vendor). Software vendors applying for the test must designate the software product name and version in the application.

b Purpose

The application provides the following:

- Administrative information used to schedule and conduct the test.

- Information for screening applications (see Section 2.d. for more information about the screening process).

- Vendor certification of software capability to meet mandatory requirements.

- Value-added checklist of software features.

c. Application Form

The application form is available electronically at the JFMIP web site:

http://www.jfmip.gov

The application form should be used for all tests and JFMIP, when necessary, may require a different application form for incremental tests. A request for testing of a version update for currently certified software might, at JFMIP's discretion, require a complete application, depending on the extent of changes. Vendors wishing to qualify version updates should contact JFMIP to discuss the nature of the software changes, which affects the type of testing and application required.

The major sections of the application form are as follows:

I.   *Instructions*—Tells the applicant how to complete the application and how it is processed.

II. *Administrative Information*—Identifies the

- Vendor

- Software product and specific version for testing

- Demonstration location and proposed dates, if requested by JFMIP

- Type of test being requested (e.g., initial, retest, incremental, version up-date, or requalification)

- Test location, which is at the vendor's discretion and proposed test dates.

III. *References*—Provides supplemental information used by JFMIP to screen ap-plications. JFMIP may call these references.

IV. *JFMIP Mandatory Requirements Certification*—Lists mandatory require-ments. The vendor certifies that the candidate software can meet each manda-tory requirement. The vendor's software is required to meet 100 percent of the mandatory requirements, whether or not JFMIP actually tests that the software meets the requirement during the test. This section of the application changes as new requirements are identified. For incremental tests, the vendor attests that the software meets the requirements to be tested. To support the manda-tory requirements, the vendor must provide JFMIP with a complete set of user documentation (with the application). The user documentation may be pro-vided in electronic form. For incremental tests, the vendor must provide only the documentation that pertains to the new requirements to be tested.

V. *JFMIP Value-added Features Checklist* [2]—Lists value- added features. The vendor checks each value added feature on the checklist that the system soft-ware supports. The vendor must also provide a reference to their documenta-tion, which describes the software capability that supports the value-added feature. The information is intended for publication in the JFMIP web site.

VI. *Terms and Conditions*—Summarizes several key terms and conditions related to the qualification testing process.

VII. *Officer's Assurance*—Requires the signature of an officer of the vendor firm attesting to the completeness and accuracy of the application information.

Definitions of the types of tests conducted are as follows:

- Initial test: Initial testing of software not currently certified requires a complete test of software against mandatory requirements. Also, products that have previously failed the test, and do not qualify to retake the test within a year, may be tested if an application to test a new software version is submitted. A supplemental certification statement (available in the JFMIP web site and as Appendix E to this document) must be included with their new application.

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[2] Federal agencies have identified the listed value-added features as items of interest. Over time, JFMIP may add value-added features to the list as a result of sponsorship by federal agencies. Also, value-added features may be reclassified as mandatory.

- Retest: If software does not pass all the test steps in the initial or requalification test, but does pass at least 90 percent, a one-time retest of the failed test steps may be conducted based on a written request of the vendor. If any test step is determined to be a failure during a retest, the initial or requalification test outcome will be considered failure.

- Incremental test: Testing of new financial requirements for currently certified software products may be conducted on a periodic basis. This test is generally more limited in scope than the initial test.

- Version update: For purposes of the qualification process, the vendor will work with JFMIP to define the mechanism by which the vendor will designate their software versions, and this information will be published in the JFMIP web site. If the vendor makes changes to a qualified version of software that results in a new version update, the vendor shall notify JFMIP in writing of the nature of the change. JFMIP will determine if testing of the version update is required as well as the extent of the version update testing. Version update testing generally involves selected portions of the initial or requalification test. If the version update is very extensive, the vendor may be required to apply for a requalification test.

- Requalification test: Software that is nearing the 3-year expiration date must undergo a comprehensive and complete software test that is similar in scope to the initial test and includes any incremental tests that may have been conducted.

The sections of the application that are pertinent, based on type of test, are as follows:

Application Section	Description	Initial Test, Requalification Test (complete test)	Incremental Test	Version Update (already certified)
Section I	Instructions	√	√	√
Section II	Administrative Information	√	√	√
Section III[3]	References	√		
Section IV	Mandatory Requirements Vendor's Certification	√	√	√
Section V	Value-added Features Checklist	√	√	√
Section VI	Terms and Conditions	√	√	√
Section VII	Officer's Assurance	√	√	√
Appendix E[4]	Supplemental Certification	√		

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[3] Optional.

[4] Only required for those vendors who failed the qualification test in the past year.

d. Application Screening

JFMIP uses portions of the application to assess the capability of the applicant software and determines with reasonable assurance that it is potentially capable of satisfying the JFMIP requirements. (The screening requirement does not apply to software that is being retested under the 10 percent failure threshold.) These portions include the following:

1. JFMIP Mandatory Requirements Vendor's Certification. JFMIP ensures that the vendor has certified their ability to meet all the mandatory requirements in the Core Financial System Requirements document dated November 2001, as modified by any addendums. By completing this section, the vendor asserts that the software meets the mandatory requirements regardless of whether or not JFMIP tests for software compliance during the test.

   - References. JFMIP uses the references as supplementary information to help determine whether the candidate system software has the capability to pass the test. Lack of references does not prejudice consideration of an application. JFMIP may contact the references as part of the evaluation.

2. System Software Demonstration. JFMIP may, at its discretion, request a system software demonstration (prior to qualification testing) as further evidence that operational system software exists and can perform the functions that satisfy mandatory financial system requirements. This demonstration would also familiarize JFMIP with the operation of the software and thus facilitate efficient use of testing time. (See Section 2.h., "Software Demonstration".)

e. Application Processing Schedule

Vendors of core financial system software may submit an application for testing at any time. Upon receipt, JFMIP reviews it for completeness. If additional information is needed, JFMIP will contact the vendor within 2 weeks.

JFMIP reviews the application in accordance with the screening criteria described above. As part of this review, JFMIP may schedule with the vendor an optional demonstration of the candidate system software (not to exceed 1 day) at a site of the vendor's choosing. JFMIP coordinates with the vendor on the number of government representatives who will attend. Within 30 calendar days of receipt of the application or receipt of additional information, whichever is later, JFMIP will notify the vendor whether the application has been accepted or rejected.

If the application is accepted, JFMIP states this event in writing and schedules a mutually acceptable test period with the applicant. Applicants must be prepared start the test, Phase 1, not later than 60 calendar days after application submission. However, JFMIP reserves the right to schedule the test beyond the 60-day limit.

Vendors applying to take the initial or requalification test should realize that all software that passes the test is still subject to any incremental test that JFMIP requires in order to

maintain the certificate of compliance. As new requirements are defined as mandatory, or as the government determines that existing requirements need more extensive testing, existing certificate holders have to demonstrate compliance by passing an incremental test to maintain their software's certificate.

f. Rejection of Applications

Applications for software testing may be rejected for one or more of the following reasons:

1. Failure of the vendor to satisfy the screening criteria (Section 2.d.):

    - Certification of vendor's ability to meet all mandatory requirements.

2. Failure to complete the application in accordance with the instructions in this document and those on the application.

3. Failure to complete the supplemental certification statement, if applicable.

4. Provision of inaccurate or false information.

5. Absence of an original officer's signature on the application.

JFMIP will notify the vendor, in writing, of the reason for an application's rejection and will return the application.

g. Application Resubmission

A vendor whose application is rejected by JFMIP may reapply at any time. A vendor resubmitting an application must complete all parts. The vendor should attach a letter to the resubmitted application describing the actions taken to correct the issues that resulted in the previous rejection.

h. Software Demonstration

The demonstration is optional and is conducted only with the request by JFMIP and agreement by the vendor. The vendor scripts the demonstration using the site, architecture, and platform of its choosing. The purpose is to improve the efficiency of the administration of the test by demonstrating the system software capabilities and the way it operates to JFMIP.

To show an operational system, the vendor should script the demonstration to display the software's ability to accomplish several mandatory requirements such as the software's ability to meet the funds control requirements. To familiarize JFMIP with the system, the vendor should demonstrate user interaction with the application, data input screens, system configuration, maintenance and setup, security, and reporting capabilities. JFMIP realizes that the demonstration is time constrained and not comprehensive.

This optional demonstration of software capability *does not* take the place of the initial or requalification software test.

i.   Application Media and Submission Address

The application is to be submitted in both electronic and hard copy (paper) format:

- The electronic format facilitates evaluation and future dissemination of the information. (Microsoft Word is preferred.)

- The hard copy format is required to provide the vendor's certifying signature.

Test applications are to be submitted to

> JFMIP
> Core Financial System Test Application
> 1990 K Street, NW
> Suite 430
> Washington, DC 20006
> (202) 219-0526

Electronic files may be e-mailed to: stephen.balsam@gsa.gov

3. Taking the Test

This section provides an overview of the test, describes its conduct and evaluation, and identifies vendor and JFMIP responsibilities.

Once a vendor's application has been approved, arrangements are made to conduct the test. The vendor and JFMIP will exchange information before the test is conducted.

a.   Pretest Information Exchange

JFMIP provides a Core Federal Financial System Software Qualification Test Plan (Test Plan) that contains test phases, setup data, test execution scripts detailing the data inputs and outputs and the expected general ledger posting for each test step, and a requirements trace matrix. The requirements trace matrix is a report that presents the linkage between test steps and the core financial system requirements.

It is the vendor's responsibility to understand the mandatory requirements and the test steps. Before the test, JFMIP will answer reasonable vendor questions about the test execution. However, JFMIP will not advise the vendor on how to operate the software to obtain the desired results. Similarly, during the test, JFMIP will not direct the vendor's proposed method to meet a test step but may provide feedback for consideration by the vendor. All final pass/fail determinations will be made solely on the results of the execution of the test steps and the results produced, as reviewed during JFMIP's post-test

examination of results. Information provided by JFMIP to the vendor either prior to or during the test may not be construed as determination of the outcome of the execution of the related test step(s).

If the vendor proposes using an alternate posting model, a journal voucher, a deviation from the test script or alternate document numbering for any test step or accounting event (Test Execution Variance), the vendor must request permission from JFMIP before the test. Vendors who wish to use a Test Execution Variance:

- Request permission, in writing, from JFMIP to use the Test Execution Variance, prior to the test Set-Up Interview (at least 4 weeks notice is required);

- Explain why the Test Execution Variance is needed, and what the benefit is to the government;

- Specify the detailed ledger postings, alternative processing associated with each affected test step or alternate document numbering system;

- Provide all changes to the test materials that result from use of the Test Execution Variance, including those to the setup data, test scripts, expected results, system queries, and reports. If the vendor uses an alternate document numbering system it is the vendor's responsibility to provide a cross walk to JFMIP adequate to trace the system's information to the test scripts, including expected results; and

- If the Test Execution Variance request is for the use of a journal voucher, in addition to the above the vendor will provide a rationale as to why the system cannot process the accounting event through standard processing. Additionally, the vendor must assert, and later demonstrate in the test, that all system records, not just general ledger posting, are updated properly.

JFMIP will consider requests for exceptions to the test scripts individually, reviewing the proposed alternative and seeking clarification from the vendor, if necessary. The revised test script processing must be adequate for JFMIP to perform adequate regression testing to ensure that the changes do not affect the integrity of the JFMIP qualification test. JFMIP will respond in writing to the vendor's request for use of the Execution Test Variance prior to the test Set-Up Interview.

JFMIP's prior review of these exceptions shall not be construed as determination of the outcome of the execution of the related test step(s). All test step scoring will occur based on the execution of the test steps themselves during and after the test, to ensure that the alternative processing still meets the applicable JFMIP requirements.

JFMIP reserves the right to publish a description of all exceptions in processing from the test script(s) that the vendor used to pass the test.

Finally, the government expects that the software automatically processes entered information with minimal outside intervention. In a few cases, a core requirement or a test

step states "automatically", which is only stated for further emphasis. As in all scoring of the test, JFMIP makes the final decision on the successful completion of these test steps.

b. Vendor-Supplied Test Materials

The vendor provides the following materials to JFMIP:

- The completed test application, which includes in part:

  - Required Application Software and the Required Infrastructure. The vendor will provide information about all software products and hardware components to be used in the test. JFMIP will confirm the data with the vendor during the test Set-Up Interview session.

  - Software documentation, which should include documentation (user guides, implementation guides, system setup guides) for all software modules that the vendor will use to take the test. JFMIP will use this to better understand the software product that will be tested. This may be provided in electronic format.

- Sources of all queries and reports to meet the test script requirements, including the name of the software product and version, and whether or not it is included in the baseline product or is a third party software product (Report Source). The vendor will provide the information to JFMIP at least 4 weeks prior to the test Set-Up Interview session. The vendor will review it with JFMIP during the test Set-Up Interview session, and JFMIP will confirm this information during the test itself.

- A report or detailed description of the system table configuration (Table Configuration) used for the test, which may include a section called Key Table Configuration Decisions. JFMIP will provide the vendor with a format to provide this information. The vendor will provide the information to JFMIP at least 4 weeks prior to the test. The vendor will review it with JFMIP during the test Set-Up Interview session.

- Any request for the use of a Test Execution Variance, including the information specified in the prior section. The vendor will provide this at least 4 weeks prior to the test Set-Up Interview session.

- A list of all employees, contractors and consultants (Test Participant List) assisting or present during the test, including those who may be located in another location. The list shall include name, system user identification, company affiliation, title, and person's role (even if an observer) during the test. The vendor will provide this at the test Set-Up Interview session, and will update it during the time the test is executed, including any retest.

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c. Basis of the Test

The test is based on the *JFMIP Core Financial System Requirements* found at the JFMIP website:

http://www.jfmip.gov

The mandatory requirements and value-added features contained at this site are also found in *JFMIP Core Financial System Requirements,* JFMIP-SR-02-01.

JFMIP publishes new requirements before the test date to allow enough time for software vendors to update products to perform newly required functions. Mandatory requirements not included in the initial or requalification test (because they are developed too late, for example) may become part of an incremental test, when necessary. All current certificate holders will be required to pass any incremental test in order to maintain the certificate. Incremental testing is described further in Section 6.

Finally, note that the test steps for the FACTS I and FACTS II requirements are processed through the Treasury Financial Management Service's (FMS) production system. The test steps published on the web site reflect FACTS I and FACTS II processing requirements at the time the test is developed. Since vendors need correct FACTS I and FACTS II information to support their federal customers, vendors should continuously track these changes and adjust their systems to keep them current. In addition, as these processing requirements change prior to the vendor's test, JFMIP will provide advance notice of and the changes to the test for processing. During the test, the software must demonstrate processing of these new production requirements.

d. Composition of the Test

The test contains test cases, each composed of several test steps and test scripts, based on the functional requirements in the *JFMIP Core Financial System Requirements*. The functional requirements are identified as either "Mandatory" or "Value-added." The specific test, including set up data, test scripts and expected results may be found in the Test Plan, which is posted to the JFMIP web site.

The **mandatory** component of the test contains test steps developed to test mandatory functional requirements. One or more mandatory test steps may be needed in order to test each mandatory requirement. Each mandatory test step will be graded as either pass or fail. The software passes the test when the software passes every mandatory test step in accordance with the mandatory requirements.

During the test, JFMIP does not formally acknowledge whether or not the software actually passed the test step. Complete evaluation of test step results requires detailed examination of general ledger effects, subsidiary records, external file processing (such as payment files by Treasury) and other test outputs such as reports and queries. After the completion of the test, the JFMIP team performs this thorough evaluation, which may take a considerable amount of time (sometimes in excess of 30 days). Without exception,

the test team will make the final pass/fail determination for each step based on its post-test detailed examination of results. The official test results will be provided to the vendor in writing.

JFMIP will publish the checklist provided by the vendor for **value-added** features. JFMIP will not observe or comment on the software's capability to meet these value-added features. Since there are no standards for value-added features, JFMIP will disclaim that the software actually meets these value-added features.

e. Duration of the Test

The qualification test includes five major activities. First, the vendor prepares their software to meet the test steps and provides JFMIP with pretest information as described in earlier sections of this document. Second, per the Test Plan JFMIP meets at the vendor test location to conduct the Set-Up interview and review opening system tables and balances. Third, the vendor enters the Independent Transaction Processing test steps. Fourth, JFMIP observes the entering of the Observed Transaction Processing, the Reserved Transaction Processing, the Year-End Processing and the Second Fiscal Year Processing (Observed Processing) test steps. And lastly, JFMIP completes the reconciliation of all test results.

The qualification test is targeted to take no more than 11 business days; the Set-Up interviews will be scheduled for one business day. When JFMIP returns for the observed processing portion of the test, the vendor has up to 10 business days, normally conducted Monday through Friday over a 2-week period. This phase of the test ends either at the end of the days allowed for the test or when the vendor has executed the last test step, whichever is earlier. When the test steps are completed, whether passed or failed, then the observed processing portion of the test is finished, even if the days allowed for the test have not expired. The testing period described above does not apply to incremental or version update tests, which generally may have substantially fewer test steps. JFMIP will decide the length of time allowed for these tests, which depends on the complexity involved. Information regarding the duration of incremental tests will be published before the test.

f. Composition of the Test Team

The JFMIP staff directs the test team. Team members are either government employees (normally JFMIP staff) or contract support personnel. The government takes reasonable steps to prevent contract support personnel conflicts of interest and to ensure vendor proprietary information is safeguarded. The team works under the direction of JFMIP or a JFMIP designated on-site representative. The team members make observations, gather information, and advise JFMIP or on-site team leader.

JFMIP uses the information collected to decide the outcome of the test and to populate the JFMIP web site.

The team members normally interact with software vendor personnel for routine activities. The JFMIP or on-site representative resolves issues after consultation with the vendor's designated senior representative.

g. *Conduct of the Test*

The Test Plan is a separate document that provides specifics about the conduct and execution of the test. The following is a summary of key test activity related to policy information.

JFMIP will conduct the test at a vendor-provided site and location using vendor-provided hardware and software at a time scheduled by the vendor and JFMIP. The vendor is expected to provide the test team with workspace to accommodate a team of up to four people. The office space should provide privacy and allow the test team adequate table or desk space to set up computers and review documents.

The vendor is responsible for loading the setup tables and processing any other specified data provided by JFMIP, in accordance with the Test Plan. JFMIP will request the vendor print out various reports, such as set up tables, detailed records, the access log (or prepare an output file as specified in the Test Plan), and system balances at predetermined points. The vendor should describe any differences between these report data and/or values and those anticipated in the Test Plan.

JFMIP will provide data for the test. The vendor is responsible for data entry into the system as well as its total operation.

During the test Set-Up interview, the test team will verify that the vendor's system and architecture conform to the description provided in the application, note any differences, and verify the software product name and version. The vendor will provide a certification (Reference the *Core Federal Financial System Software Qualification Test: Application*) attesting to the Required Application Software and Required Infrastructure used during the test, including all applicable modules and any third party software products. During the test Set-Up interview the test team will also review the vendor-supplied information described in section 3.b, such as the Test Execution Variance, Report Source, etc.

During the Independent Transaction Processing portion of the test, JFMIP is usually not present at the vendor site, but is available to respond to questions regarding the test and how to proceed if the vendor experiences problems or perceived test step failures.

During the Observed Processing portion of the test, the test team will be present during the entry of test step data and observe expected results and outputs in the order enumerated in the test plan.

The vendor is responsible for determining how to meet the expected results, in accordance with the published mandatory requirements, and for executing each of the test steps. The JFMIP test team is not responsible for determining how to operate the vendor's software to obtain the desired results. During the test, the test team will note the

processing of each mandatory test step, but completion of processing of the test step does not imply that the vendor has passed that step.

JFMIP is the final authority on the interpretation of all aspects of the test, including mandatory requirements, the Test Application, the Test Policy, the Test Plan, and all related test products.

JFMIP determines whether the software passes or fails a test step.

Additional Test Requirements:

- *Journal Vouchers.* Even though the potential use of Journal Vouchers (JVs) was discussed in a prior section, further emphasis on this topic is needed.

  JFMIP expects that the software will meet expected results through standard system processing, without the use of JVs. Upon written request, at least 4 weeks prior to the test, a vendor may request a waiver to use JVs to process a test step. The vendor must provide the rationale for the proposed JV use, why the system cannot process the accounting event through other standard processing, and how the use of the JV benefits the government. JFMIP will evaluate the request and provide a written decision to the vendor prior to the test; all decisions by JFMIP are final. If the use of JVs is approved, JFMIP expects that the vendor provide evidence, through reports and queries, that all system records, not just general ledger posting, are updated properly. JFMIP reserves the right to publish descriptive information about the use of any JV for the software to pass the test in the JFMIP web site.

- *Access Log.* The test period is defined as the time period from the vendor's initial system setup through test completion, including any retest. As part of the Set-Up Interview session, the vendor is required to identify all persons who will have access to the test environment, including their applicable system identification. For purposes of the test, these persons will be called "Test Participants", and substitutions can be made after the vendor notifies JFMIP.

  Only authorized individuals are allowed to access the application, including its database and configuration parameters for the duration of the test period. The vendor shall execute necessary programs to produce an automatic log of all system access and activity during the test period in a manner consistent with the core requirements.

- *Report production.* During the observed processing phases of the test, when a report or query is required to be produced, the vendor must deliver all specified outputs immediately, directly to JFMIP - the vendor must provide JFMIP with copies of all output before the vendor attempts to independently validate it; the vendor is prohibited from pre-screening or changing queries or reports prior to JFMIP receiving them.

  JFMIP reserves the right to request additional queries or reports at any time during the test. If additional queries or reports are requested, JFMIP will request that these be in formats similar to the reports specified in the Test Plan. If a report or query is

needed whose format is not specified in the Test Plan, JFMIP will provide the vendor additional time to prepare and test the new report or query format

- *Evaluation of external file processing.* Due to time constraints, certain files sent to other federal agencies, such as Treasury Financial Management Service for FACTS and FACTS II processing, may not be executed until after the observed portion of the test. JFMIP reserves the rights to final score the results of this processing as they become available; JFMIP will discuss with the vendor any discrepancies noted.

- *Test step failures.* While JFMIP will hold harmless the vendor for correction of simple mistakes, such as keying errors, once a test step has been executed, the result achieved is the basis for JFMIP evaluation and scoring. Unless JFMIP determines that the vendor made a simple mistake, results not in conformance with that expected count as a test step failure. JFMIP will make the official pass/fail decision for each step based on the test observations and the post-test detailed evaluation of results. This formal evaluation occurs 2 or more weeks after the test.

  JFMIP is under no obligation to determine test step failure during the execution of the test. However, if the test team realizes that the vendor's approach to a test step is wrong, they will point this out and raise questions before completion of the step occurs. This allows the vendor an opportunity to correct suspected nonconforming results before completing the step.

  JFMIP is under no obligation to determine test step failure during the execution of the test. However, if the test team discovers, after the processing of a test step is completed, that the expected result has not been achieved, the test team will notify the vendor during the test that the test step fails. This information is provided to the vendor to help the vendor avoid failures in subsequent steps.

- *Failed test steps or problems during the Independent Transaction Processing portion of the test.* During the Independent Transaction Processing portion of the test, if the vendor notes a test step failure or a system problem, the vendor should contact their JFMIP test team lead. Through a discussion of the problem/issue, the vendor and JFMIP test team leads will determine a course of action, including documentation of the problem/issue, any system output needed and a course of action to continue the test.

- *Restart of the test.* If a test step fails, or if the test must be halted for any reason, JFMIP will coordinate with the vendor to determine at what point in the test steps that the test may resume. However, JFMIP reserves the right to resume the test at a test step different from the one where the test was stopped, including at a "system backup" step as specified in the Test Plan. The vendor may propose a different starting point than the JFMIP request because of the application's programming logic. However, the vendor needs to describe why the different starting point is needed and the decision on whether to accept the proposal will be made by JFMIP. JFMIP might

also request the vendor produce system reports to verify the condition of the software, whether application or data, prior to the stopping and/or resumption of the test.

- *Announcing successful test conclusion.* JFMIP is under no requirement to announce at the conclusion of the observed portion of the test whether or not the software passed. JFMIP will notify the vendor of the results of the test, in writing, upon JFMIP's final scoring of the test.

- *10-percent failure threshold.* For initial, incremental and requalification tests, test step failures count toward the 10 percent threshold, regardless of when the failures are noted and whether they are corrected during the test period. The threshold does not apply to version update tests when a partial test is involved.

h. Test Evaluation/Scoring

JFMIP evaluates the test results and determines the outcome. To pass the test and be eligible to receive a certificate of compliance, *the software must pass all mandatory test steps* in accordance with the mandatory requirements. Evaluation is based on outputs produced during the test and on JFMIP's subsequent test reconciliation.

The test steps test the ability of the software to meet the *JFMIP Core Financial System Requirements*. JFMIP's published Requirements Trace Matrix provides guidance to link the test steps to the corresponding requirements. However, it does not list every possible requirement or combination of requirements and the associated test step(s).

In reviewing the test results, JFMIP looks at both the actual account/document postings and the overall system operation to ensure that the software meets the mandatory requirements. Failure in either area can result in a test step failure. The vendor should ensure that the software being tested meets the mandatory requirements as certified by the vendor in the test application.

When the JFMIP team evaluates the test results and reviews the software's ability to meet the mandatory requirements, it may consider the effects and relationships of output generated from other test steps to help determine whether a particular step has passed or failed.

During the evaluation period, JFMIP may need clarification of test results. As appropriate, JFMIP will contact the vendor's team lead to present any questions for resolution.

During the evaluation period, the vendor should ensure that their software environment, including software, hardware and data, is isolated and not modified or updated. This will allow the vendor and JFMIP to check the system when there are questions about test results and also provide the appropriate environment to execute any retest of test steps.

After review and reconciliation of test output and processing results, JFMIP will provide an official pass/fail determination to the vendor in writing. If the official determination is

fail, an attachment to the letter will identify the test steps failed, the JFMIP test team observations for those test steps, and the reason the results were judged noncompliant.

i.   Use of Changed Data in Test Cases

JFMIP will use the test steps as published in the JFMIP web site. The vendor's financial system software is expected to produce results that match the expected results as published in the JFMIP web site. However, either prior to or during the test the government reserves the right to change data values (such as fund codes, object classes, general ledger accounts, posting model, document numbers or amounts) from those published, and expects that results produced by the vendor's software will change appropriately. (For example, if a payee name is changed from Jones to Smith or a general ledger account code is changed, the system should reflect the accurate information based on the latest available test data.) JFMIP will notify the vendors of any changes.

In addition, one phase of the test will be designated as Reserved Transaction Processing Phase. At the beginning of this phase, JFMIP will provide the vendor with additional test scripts to process. These scripts will be similar to those the vendor has already processed, but with different document numbers and data values. The vendor will perform a system back up, produce selected queries or reports, enter the test scripts, and provide further queries or reports. JFMIP will review the results of this process, and pass/fail the results of these test script processing as part of the overall scoring of the test.

j.   Testing Responsibilities

Vendor test responsibilities are as follows:

- Determine what type of test to take (when a vendor's choice is allowed by the test policy).

- Submit the application and system documentation.

- Where applicable, submit the supplemental certification statement with revised user documentation and software release notes.

- Respond to JFMIP requests for application clarification or additional information.

- If requested by JFMIP, coordinate the optional demonstration.

- Schedule the test date in coordination with JFMIP.

- Designate a senior vendor representative to be present at the test site.

- Provide the test site, application system software (and all software integral to the execution of the test), platform, and operations and support personnel.

- Provide office space for a team of up to four testers during the test.

- Load the test setup and other data provided by JFMIP before the start of the test.

- Certify that operation of the software meets the expected results in accordance with the mandatory requirements.

- Request permission from JFMIP, at least 4-weeks prior to scheduled test, for use of any Test Execution Variance and provide all supporting material, as requested in section 3a or 3g.

- Enter data during the test.

- Operate the system.

- If the software does not pass all the test steps, but fails 10 percent or fewer, coordinate a retest date within 30 calendar days of the written notice of failure.

- Review, comment, and respond to JFMIP-provided materials for publication in the JFMIP web site.

- Update system documentation within 3 months after successful completion of the test, if appropriate, to reflect changes made to the software during or as a result of the test. If not provided by the end of the 3-month period, JFMIP will suspend the certificate until such time as the vendor provides it.

- Notify JFMIP, in writing, of any software revision change, including details that allow JFMIP to assess the significance of the version change.

JFMIP test responsibilities are as follows:

- Maintain the requirements process and update requirements upon which the tests are based.

- Maintain and publish testing policy on the JFMIP web site. Publish technical corrections to the test policy, the application, test plan, and test scripts, as necessary.

- Receive and evaluate test applications.

- Determine whether the type of test being requested is appropriate.

- Request clarification to application information or additional information from the vendor, as necessary.

- If needed for application screening, schedule a demonstration in coordination with the vendor.

- If applicable, observe a demonstration with selected other government officials or test team members.

- If applicable, review vendor documentation to ensure that it supports the application.

- Accept or reject the application within a specified time and notify vendor.

- Coordinate with the vendor on scheduling the test.

- Identify and train a test team.

- Provide administrative and logistics support (travel and per diem as required) for government test team personnel while on-site. (Contract test team personnel are responsible for their own travel and per diem expenses.)

- Develop a test plan, including setup data and test scripts. Notify the vendor of any test changes, which the vendor's software should be able to adapt to. However, if the changes are substantial, JFMIP will work with the vendor to confirm an appropriate test start date.

- For version upgrade or incremental tests, determine the test cases to be used during the test.

- Create the version update test from the test scripts, changing selected values as appropriate. Create incremental test steps, as needed, with applicable inputs and expected results.

- Respond timely to vendor clarification questions and any proposed Test Execution Variance.

- Designate the JFMIP on-site test representative, who will also be the vendor's point of contact for vendor questions and alternate model approval.

- Observe mandatory test cases and test steps.

- Determine pass or fail for each test step.

- Consult with the vendor's senior representative to resolve issues.

- Record information about selected mandatory requirements.

- Evaluate test results and notify (in writing only) the vendor of outcome.

- Provide written notification of failure to the vendor when system software fails.

- For initial and requalification test, if the software does not pass all the test steps, but does pass at least 90 percent, coordinate a retest if the vendor requests one. Coordination includes the dates of the retest, the identification of the test cases for retest, and any changes in the setup data.

- From materials provided by the vendor, prepare final materials for inclusion in the JFMIP web site and transmit them to the vendor for review (if applicable).

- For system software that passes the test and upon receipt of vendor post-test documents (if applicable), issue a certificate of compliance to the vendor.

- Update the JFMIP web site.

- Inform the appropriate GSA organization of products that receive a certificate of compliance and products for which a certificate of compliance is no longer valid.

- Maintain a list of system software having valid certificates of compliance.

- Monitor requirements for changes that require system software to be incrementally tested for new or changed federal requirements.

- Notify vendors of the requirement for incremental testing to meet new or changed federal requirements.

4. Certifying the Test Results

After JFMIP has completed the post-test reconciliation, it will provide the test outcome in writing to the principal officer who signed the application.

a. Passed the Test

For software products that pass the test, JFMIP will issue a certificate of compliance within 30 calendar days following the completion of test grading or the submission of other required documentation (see next paragraph) whichever is later. The certificate of compliance qualifies the software as meeting JFMIP requirements as a core financial system for a period of up to 3 years following the issue date of the certificate.

However, the government may require additional ("incremental") testing during the 3-year certificate of compliance period to maintain the certificate (see section 6 of this document).

Passing the test also entails the following:

- *Software Certification.* Within 2 weeks after notification of the successful test outcome, the vendor will provide a certification that all changes made to the software to pass the test will be incorporated into the baseline software product.

- *Post-test information and documentation*. Within 2 weeks after notification of the successful test outcome, JFMIP will provide the vendor materials about the software intended for publication in the JFMIP web site. JFMIP will request that the vendor review the materials and comment.

Following receipt of the materials for publication, the vendor is required to submit a letter to JFMIP indicating whether the materials are correct. The vendor may comment on the materials, suggest changes or additions, or request that any part or all of the materials not be published. JFMIP will attempt to incorporate the vendor's comments and changes if these are consistent with test observations.

Upon receipt of both the vendor's Software Certification and the vendor's letter regarding the Post-test information, JFMIP will issue a certificate of compliance.

- *Qualification testing of a new software version.* For purposes of the qualification process, the vendor will work with JFMIP to define the mechanism by which the vendor designates their software versions, and this information will be published in the JFMIP web site. If the vendor makes changes to a qualified software product that results in a new version, the vendor shall notify JFMIP in writing of the nature of the change. JFMIP will determine if testing of the new version is required as well as the extent of the new version testing. New version testing generally involves selected portions of the initial or requalification test (partial test). If the changes to the software product are very extensive, the vendor may be required to apply for a requalification test. JFMIP reserves the right to make the final determination in this matter.

  If JFMIP determines that the new software version does not require testing, it will issue a recertification for the new version for the unexpired period of the original certification. If JFMIP determines that the new version requires testing, the vendor may request to take a partial test or apply to take a requalification test to qualify the new software version. If the vendor chooses to request a partial test, this test will include selected test cases that test the new functions of the software plus any other test cases determined by JFMIP to be necessary. JFMIP will coordinate the application content, test content, and schedule test dates with the vendor. Successful completion of the partial test will result in the issuance of a certificate of compliance for the new version for the remaining period of the original certificate. JFMIP will evaluate the results of the partial test and determine the test outcome. To pass the partial test, the software version must pass 100 percent of the mandatory version update test steps. If the software does not produce the expected results for all partial test's test steps on the first attempt, a second attempt is allowed. This second attempt must be completed within 30 days of the start of the first attempt. If the software fails to produce the expected results after the second attempt, the test outcome will be a failure, and the new software version will be nonqualifying.

  If the vendor chooses to apply for a requalification test of the new software version, any resulting certificate of compliance that is issued will qualify the new version for 3 full years. However, vendors should note that during the new 3-year certificate period, JFMIP reserves the right to require any software to undertake a requalification test if JFMIP subsequently develops a new qualification test. JFMIP will notify vendors in this situation about the timing of the requalification test.

- *Requalification when certificate expires.* Vendors whose software product's certificate of compliance is about to expire (after 3 years) may reapply to recertify the product in accordance with the application procedures for an initial test. If a vendor does not plan on requalifying the software product, the vendor shall, in writing, inform JFMIP at least 6 months prior to certificate expiration that the current certificate will be allowed to lapse.

  Prior to the end of the 3-year period, the government will update the Core requirements and qualification test as appropriate. If the government cannot complete these materials with enough time for the vendors to prepare, the government will determine and announce to what time period certificates will be extended. Note that all certificates will be extended equitably, but this does not mean that all certificates will be extended for the same number of months. Instead, all vendors will be afforded the same minimum number of months to prepare for and take the test.

  Note that this extension does not prohibit any vendor from taking and passing the test earlier than the extended time period.

b. *Failed the Test—Qualification Options*

To protect the government from continued commitment of resources to test nonqualifying core financial systems, nonqualifying core financial systems software is not eligible for retesting for 1 year. An exception is made for systems that successfully completed 90 percent or more of the test steps. For those systems, JFMIP may schedule a one-time retest if the vendor requests such in writing and the vendor is prepared to retest the software within 30 calendar days of that request. This is a retest of cases containing steps that were not successfully completed by the software, plus any dependent (or other) test cases determined by JFMIP to be necessary.

In certain circumstances, nonqualified software is not eligible for retesting for 1 year. This policy applies to (1) software that successfully completed less than 90 percent of the JFMIP test steps and (2) software that completed 90 percent or more of the test steps, and failed to pass the one-time retest. A vendor in this situation may choose to improve the software, release a new version, and submit an application for a new initial test. If this occurs within the 1-year window, the vendor must include with the application an additional form, the supplemental certification statement. (Reference the Test Application for directions on obtaining this supplemental statement.) The supplemental certification statement is used, along with the new test application, to assess the capability of the applicant software and determine with reasonable assurance that the new software is potentially capable of satisfying JFMIP requirements.

5. Publishing Test and Software Product Information

The government considers the following information (described in earlier sections) non-proprietary: the mandatory requirements vendor certification, Required Application Software and Required Infrastructure, Table Configuration, Report Source, Test Execution Variance, and Value-added Features Checklist. The government generally will respect requests by the vendor for restricted dissemination of system documentation and other information collected during the qualification process.

a. Publication of Information

The government publishes system software information collected during the qualification process in the JFMIP web site. Publication is limited to software products that receive a certificate of compliance. The government also publishes a list of products having current, valid certificates of compliance. No information is published on software products that do not receive a certificate of compliance, nor will information be published on applications received, applications rejected, test scheduling, or unfavorable test results. The government requests that vendors review all materials concerning their products and comment prior to publication.

b. Types of Information for Publication

The following types of information will be gathered by JFMIP during the application and qualification testing process for publication in the JFMIP web site and use by federal agencies.

- *Required Application Software and Required Infrastructure*. Prior to the test the vendor submits this information, using the government-supplied format. During the test JFMIP will compare this information to observed system operation and update as appropriate.

- *Table Configuration.* Prior to the test the vendor submits this information, using the government-supplied format. During the test JFMIP will compare this information to observed system operation and update as appropriate.

- *Report Source.* Prior to the test the vendor submits this information, using the government-supplied format. During the test JFMIP will compare this information to observed system operation and update as appropriate.

- *Test Execution Variance.* Prior to the test the vendor submits this information, using the government-supplied format. During the test JFMIP will compare this information to observed system operation and update as appropriate.

- *JFMIP Value- Added Feature Checklist*. The vendor submits this information with the application and is published as received. JFMIP does not validate the presence of the features submitted by the vendor. The vendor may update this checklist at any time during the period for which the certificate of compliance is valid.

6. Incremental Test—Rationale and Schedule

JFMIP maintains relationships with federal rule-making bodies—such as the Federal Accounting Standards Advisory Board (FASAB), the Office of Management and Budget (OMB), and the Department of the Treasury—to allow for the earliest possible identification and notification of new financial requirements. As new requirements are finalized, JFMIP will issue an appropriate notification, including any proposed changes to related requirements or other planned actions, and will solicit comments from the federal agencies and vendor community. In addition, JFMIP will review the requirements to check if any mandatory requirements were not adequately tested in the baseline test. JFMIP will finalize the actions to be taken to satisfy newly established requirements and classify any changes to the *JFMIP Core Financial System Requirements* as mandatory or value-added. Changes involving mandatory requirements require testing to maintain a certificate of compliance. Additionally, the government may elect to incrementally test for any mandatory requirement not adequately tested during the baseline test. For changes in value-added requirements, information might be gathered from the vendors. Information posted on the JFMIP web site will be updated in accordance with the policy and procedures governing the software qualification testing process.

Of particular note to **federal agency users/buyers**, JFMIP's incremental testing process may be on a different schedule than the latest OMB and Treasury announcements of requirements. OMB or Treasury may issue new requirements at any time and establish implementation dates that are not compatible with the established JFMIP testing schedule. While JFMIP develops test procedures for new requirements in accordance with the incremental test policy, OMB and Treasury expect agencies to implement all new requirements within stated time frames, without regard to the JFMIP testing schedule.

a. Notification of Need for Incremental Testing

Those vendors with valid certificates of compliance will be notified in writing when incremental testing for new mandatory requirements is necessary. JFMIP will develop and specify the new test cases, post the associated test scripts and expected results to the JFMIP web site, schedule the incremental tests, evaluate the results, and determine the outcome. JFMIP's primary vehicle for information dissemination to interested parties is the JFMIP web site.

b. Changes to Test

As a result of changes to requirements, changes may be required to the core financial system test materials and the application for the test. The following discusses the impact of requirements changes on these materials:

- *New/revised mandatory requirements*. If a new requirement is determined to be mandatory, JFMIP will develop the appropriate test steps and expected results to evaluate the software's ability to successfully execute the requirement. JFMIP will issue the new test steps and expected results for vendor comment prior to finalizing them. The development of the new test steps may also be accompanied by changes to the *JFMIP*

Core Federal Financial System Qualification Test Plan. If necessary, JFMIP will up-date the mandatory requirements certification in the *Core Federal Financial System Software Qualification Test: Application*.

- *New/revised value-added features*. No test changes are required by the addition of new value-added requirements. JFMIP will, however, update the value-added features checklist in Appendix C of the *Core Federal Financial System Software Qualification Test: Application* to include the new items.

- *Version control for software tests*. A system of version control is maintained for all aspects of the software qualification testing process. This system includes test type, version number, and date. Incremental test scripts may be incorporated into the base-line version of the qualification test. Test steps and expected results for new manda-tory requirements constitute an incremental test for those software packages with a valid certificate of compliance. For software packages that do not possess a valid cer-tificate of compliance, the additional incremental testing for new mandatory require-ments will either be incorporated into the baseline version of the software qualifica-tion test and executed as part of an initial qualification test or be processed as a sepa-rate incremental test.

c.   Incremental Testing Schedule[5]

Not later than August 1 of each fiscal year, JFMIP will begin the evaluation of new fed-eral requirements for possible inclusion in incremental tests. By October 1 of each fiscal year, JFMIP will give preliminary notice—to vendors holding certificates of compliance, agencies, and other stakeholders—of any new mandatory requirements that require the incremental testing of core financial system software. After comments are evaluated, JFMIP will finalize testable requirements by November 15. On November 16, qualified vendors will be given formal notice of the requirements change and the need to schedule an incremental test.

Vendors should submit an application to JFMIP indicating their readiness for incremental testing and preferred primary and alternate test dates. JFMIP will publish the exposure draft of test scenarios and expected results by December 16. Test scenarios and expected results will be finalized prior to the start of the testing period on February 1. Incremental test results will be published as soon as they are available, but not later than July 1 of each year. Certificates for vendors that fail to schedule and successfully complete the incremental test by June 30 will be revoked on August 1 of the same year. Table 1 summarizes the standard incremental testing schedule.

This schedule is subject to change depending upon the scope of the new requirements and the associated testing. JFMIP will provide ample notice to agencies and vendors when it is necessary to deviate from this planned schedule.

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[5] This schedule took effect in FY01.

Table 1. Standard Incremental Testing Schedule

Task	Organization	Start Date	Finish Date	Time Frame
Identify and evaluate significant changes in requirements. Classify as mandatory or value-added.	JFMIP	8/1	9/30	2 months
Solicit comments on requirements proposed for testing and notify vendors/agencies of need for incremental test.	JFMIP, vendors, and agencies	10/1	10/31	1 month
Publish new requirements for testing.	JFMIP	11/1	11/15	2 weeks
Draft test changes.	JFMIP	10/1	12/15	2½ months
Publish exposure draft of test scenarios and expect results.	JFMIP	12/16	12/16	1 day
Solicit comments on test changes.	Vendors and agencies	12/16	1/15	1 month
Finalize test changes and publish test.	JFMIP	1/16	1/31	2 weeks
Notify JFMIP of readiness to retest and proposed test dates.	Vendors	2/1	3/1	1 month
Conduct tests.	JFMIP and vendors	2/1	6/30	5 months

d. Evaluation of the Incremental Test

As with baseline qualification tests, JFMIP will evaluate the results of the incremental test and will determine the pass/fail outcome. To pass the incremental test and maintain a certificate of compliance, the software must pass 100 percent of the mandatory incremental test steps. If the software passes 90 percent of the test steps, but does not produce the expected results for all incremental test steps on the first attempt, a second attempt is allowed. This second attempt must be completed within 30 days of the start of first attempt. If the software fails to produce the expected results for all incremental test steps after the second attempt, JFMIP will revoke the certificate of compliance not later than August 1. In addition, JFMIP will revoke the certificate of compliance on August 1 for any vendor product for which an incremental test has not been scheduled and conducted prior to July 1. In either case, any future retest will be scheduled at the convenience of the government.

e. Certificates of Compliance

When a system software application passes incremental testing for new mandatory requirements, JFMIP will recertify a stated version of the software for the remaining period of the current certificate of compliance. When a vendor receives notice of a requirement to undergo incremental testing to comply with new requirements, the vendor may choose to undergo a requalification test. JFMIP works with the vendor to determine if the incremental test schedule will permit the vendor to take one comprehensive test rather than the requalification test plus an incremental test. If the vendor so chooses, it must complete and submit an application to JFMIP in accordance with the provisions in

this document. If the vendor passes a requalification test, JFMIP will issue a new certificate of compliance for the specific version of the software tested. The new certificate will be valid for a period of 3 years from the date of official JFMIP notification of the test outcome.

f. Disclosure of Incremental Test Results

The specific results of incremental tests will not be published. Value-added features would be updated as appropriate. The JFMIP web site will be updated when the incremental tests are completed. However, only those software packages that maintain valid certificates of compliance will be identified on the JFMIP web site.

Acronyms

CFO   Chief Financial Officers

FFMSR   Federal Financial Management System Requirements

FSC   Financial Systems Committee

GSA   General Services Administration

JFMIP   Joint Financial Management Improvement Program

OMB   Office of Management and Budget